

~~SECRET~~

Presentation of
MISSION, ORGANIZATION, FUNCTIONS, ACTIVITIES OF
STAFF TRAINING BRANCH

1. Staff Training Branch is one of the three training branches established within the Training Division.
2. The Branch trains all staff officers and administrative personnel employed by OSO and OPC who require training in:
 - a. Basic intelligence methods and procedures.
 - b. Principles and techniques of clandestine operations.
 - c. General policies and procedures of CIA, OSO, AND OPC.
 - d. Detailed administrative procedures of CIA, OSO, and OPC.
 - e. Basic photographic techniques as related to reproduction processes.
 - f. Investigative techniques.
 - g. Advanced specialized training in.

25X1

25X1

(REFER TO CHART UNDER ASTS.)

~~SECRET~~

~~SECRET~~

3. Staff Training Branch assists in the conduct of training of
25X1 [redacted]

4. The Branch provides information to OSO and OPC concerning student performance and their demonstrated capabilities during training periods.

5. The Staff Training Branch is organized on a functional basis into four major sections:

25X1 a. [redacted] provides instruction common to both OSO and OPC staff officers, regardless of their particular job assignment. There are [redacted] instructors assigned to this section.

25X1 b. [redacted] conducts training in the subjects, listed here on the chart, which are related to the major operational tasks of OSO and OPC. This instruction is conducted for the specific purpose of training OSO and OPC personnel in all details of their specific job assignments. There are // instructors assigned to this section.

25X1 c. [redacted] conducts training in the subjects as shown on the chart for OS^U and OPC personnel who may need these techniques in their specific operational tasks or who may need to know of these techniques from a defensive viewpoint in order to counter efforts of foreign intelligence services attempting to penetrate our operations. There are [redacted] instructors assigned to this section.

25X1 d. [redacted] conducts a one week course for senior staff officers who will have broad administrative

25X1

~~SECRET~~

~~CONFIDENTIAL~~

responsibilities; and a more detailed course for administrative assistants, clerks, and secretaries who require thorough training in administrative procedures. There are instructors assigned to this section.

6. The instructors assigned to Staff Training Branch engage in continuous research in order to present current operational material. In the conduct of this research, they exploit fully the facilities provided by the including reports, case histories, documents, and the facilities for graphic training aids.

25X1

25X1

~~CONFIDENTIAL~~